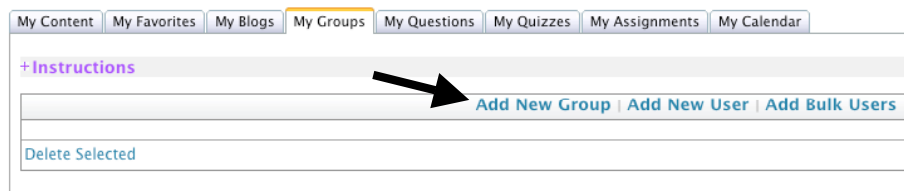


My Groups

Teachers have the ability to add Groups to their Learn360 account. This is a great way for teachers to keep their classes separate and organized.

To Add a New Group:

- Click on the **My Learn360** link. You will then see eight different tabs.
- Select the **My Groups** tab.
- Click on **Add New Group**.

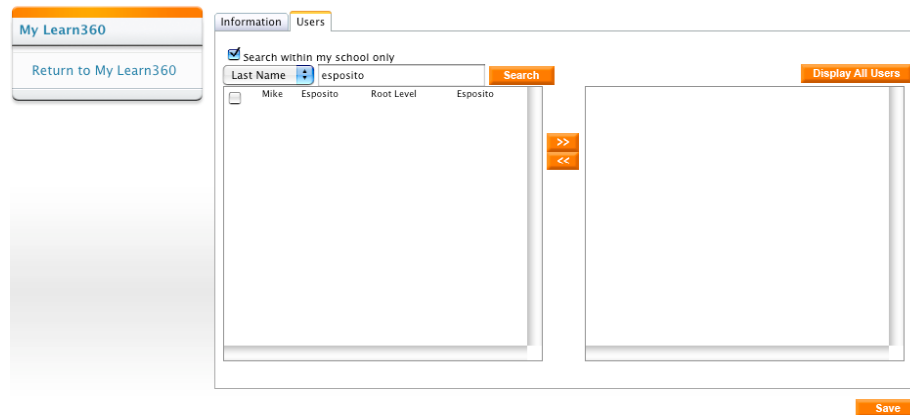


- Once you click on **Add New Group** you will be taken to a page similar to the one seen below.

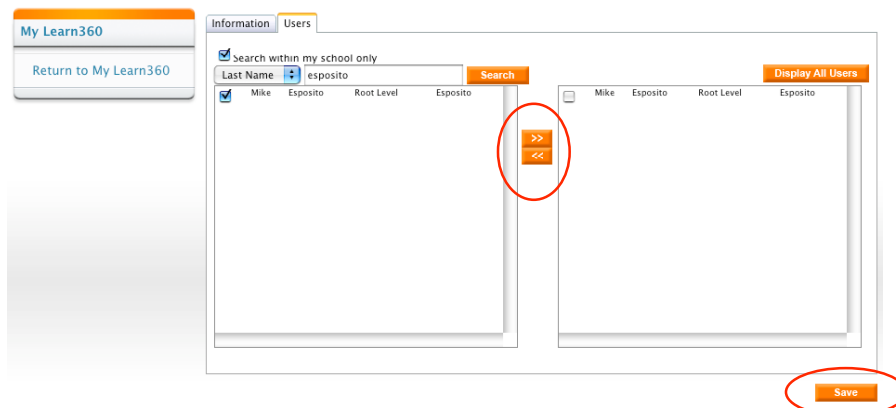
A screenshot of the 'Add New Group' form. On the left side, there is a sidebar with a 'My Learn360' link and a 'Return to My Learn360' button. The main area is titled 'Add New Group' and has an 'Information' tab selected. It contains three input fields: 'Group Name:', 'Group Description:', and 'Group Time:'. The 'Group Description' field is a large text area. At the bottom right of the form, there is a 'Next' button, which is circled in red.

- Fill out the information fields; only a group name is required.
- When you are finished click **Next**.
- This will take you to the page that will allow you to add users to your group.
- To search for users to add, you have the option to search by first name, last name or username.

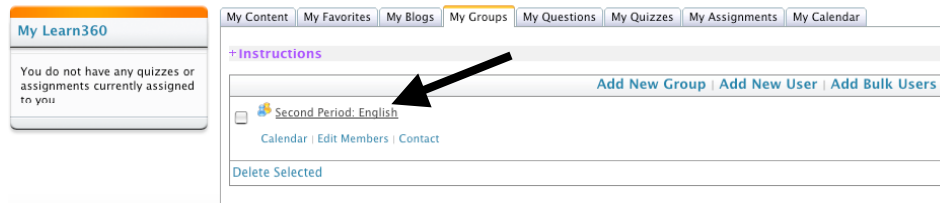
- Once you have chosen the title to search by, type in the name of the person you are looking for. Depending on the type of search you have chosen, one user or multiple users will show up.
- This can be seen in the example below.



- To add the user(s) to your group you will need to check them and click on the orange **Double Arrow** button that points to the right. This will move the user you have selected from the left hand column and transfer it in to the right hand column.
- If you decide you do not want to add this user to your group, check the box next to the user's name, and click on the orange **Double Arrow** button that points to the left. This will remove the user from your group.



- Once you have searched and selected all the users you wish to add to your Group, click on the **Save** button.
- From here you will be brought back to the **My Groups** tab. This will show your newly added group, as well as all your other groups.

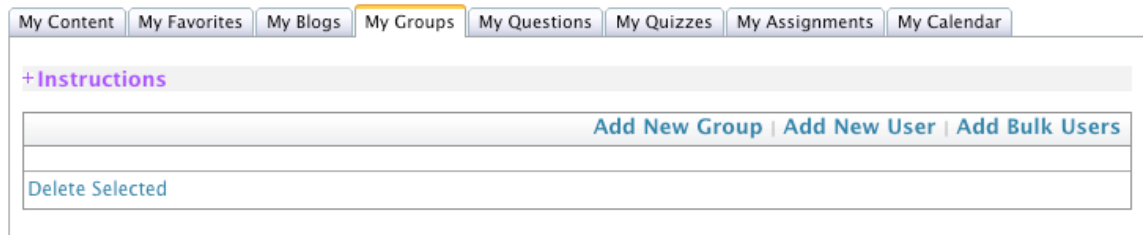


Adding Users to a Group:

There are two ways to add users to your group(s). You can either add one user at a time or add multiple users. Keep in mind that all usernames must be unique. If you try to add a user with a username that is already in the system you will receive an email saying that your user was not added because of a non-unique username.

To add one user:

- Click the **Add New User** link at the top right of the **My Groups** tab (below).



- A pop up will appear where you can enter the required information needed to add them to your group (below).

Add User

Username:

First Name:

Last Name:

Password:

Use Security Question: ☒

Email:

User Group(s):

School District Teachers
Period 6
Test Group
3rd Grade Math
Test

- When you have filled out the required fields, highlight the group you want to add your user to.

- Then click the orange **Save** button, and your new user will be added to your group.

To Add Multiple users:

The screenshot shows a navigation bar with tabs: My Content, My Favorites, My Blogs, My Groups (highlighted), My Questions, My Quizzes, My Assignments, and My Calendar. Below the tabs is a section titled '+ Instructions'. Underneath, there are three links: 'Add New Group', 'Add New User', and 'Add Bulk Users'. At the bottom of this section is a link labeled 'Delete Selected'.

- Click the **Add Bulk Users** link at the top right of the **My Groups** tab (above).
- A pop-up will appear similar to this:

The 'Bulk User Upload' pop-up window contains the following elements:

- Title:** Bulk User Upload
- Text:** The Sample Excel or CSV document download is determined by the type of upload selected at the moment of download.
- Text:** Select the type of upload:
- Select File:** A text input field followed by a 'Browse...' button.
- User Group(s):** A dropdown menu with the following options: School District Teachers, Period 6, Test Group, 3rd Grade Math, and Test.
- Checkbox:** A checked checkbox with the text 'Notify me via email when the process if finished.'
- Text:** The upload file must be in Excel format or CSV and follow the column structure of the attached example. Please view a [Sample Excel document](#) or a [Sample CSV document](#)
- Buttons:** 'Process' (orange) and 'Cancel' (blue).

- If you already have the template for adding bulk users, click the **Choose File** button to search for the file on your computer.
- When you find the file, highlight it, and click **Open**.
- Highlight the group you would like to add the users to, and then click the orange **Save** button.

- If you do not have the template for adding bulk users, click either one of the sample links in blue at the bottom of the pop-up.
- These templates are what need to be filled in before you can add your users.
- When you have filled out one of the templates, save it to your computer so you can search for the file when you try to add your users. Then follow the steps above.

When you add your users, they are put into the system so that you will not have to add a user twice. Other teachers within your access will be able to search for those users as well.

View your Calendar:

Take a look at your calendar if you want to see when a good time to schedule an assignment or quiz would be. You can also view the assignments and quizzes you have assigned to that group.

- Click on the **Calendar** link below the group you want to look at (below).



- This will bring you to the calendar that will show the current month.
- Here you can add events by clicking the **Add Event** link at the bottom of the calendar page (below).

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Welcome, Bob Smiths | Help | Logout
Quizzes(6)

My Preferences My Learn360

Search Search by Keyword Entire Site Go Advanced Search

Home > My Learn360 > My Groups > Test Group > Calendar

Test Group

My Learn360

Quizzes(6)
Distributed Assignments (4)
Distributed Quizzes (2)

<< June July 2009 August >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


[Add Event]

- A pop-up will appear where you can enter the information for your event.

Add Event:

Event Title:

Event Location:

Select Date: 07-01-2009 

Select Start Time: 12:00 AM

Select End Time: 12:00 AM

☒ Display Times for the event

Hyperlink:

☐ Launch Link in new Browser

Save **Cancel**

**** Please note that edited events are not going to be synchronized with user**

- When you have entered the information correctly, click the orange **Save** button and your information will be saved in your calendar.

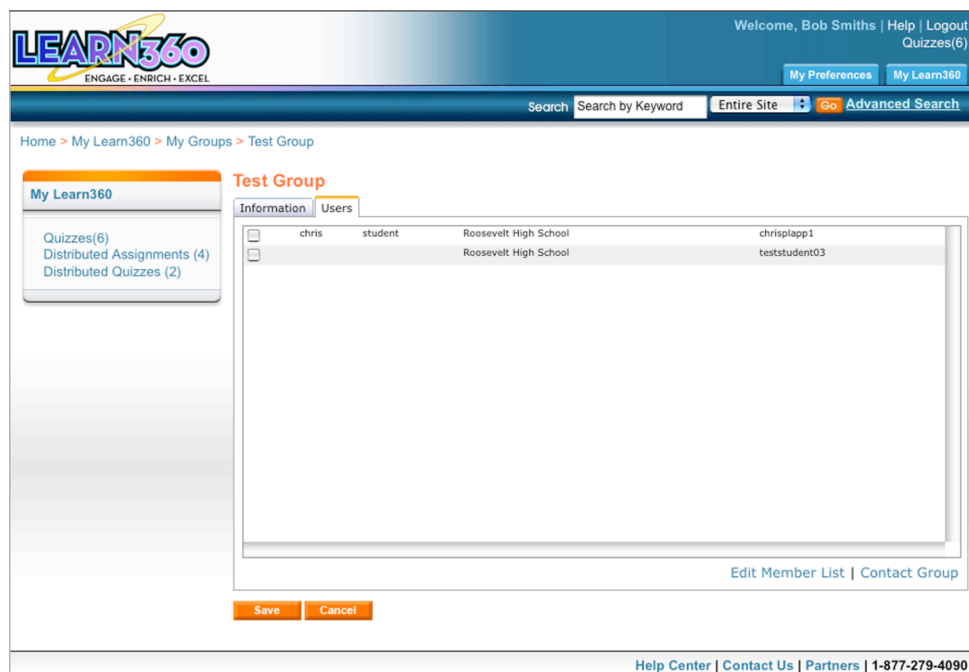
Once you enter your events you can click on the events and view them in your calendar.

Edit Members:

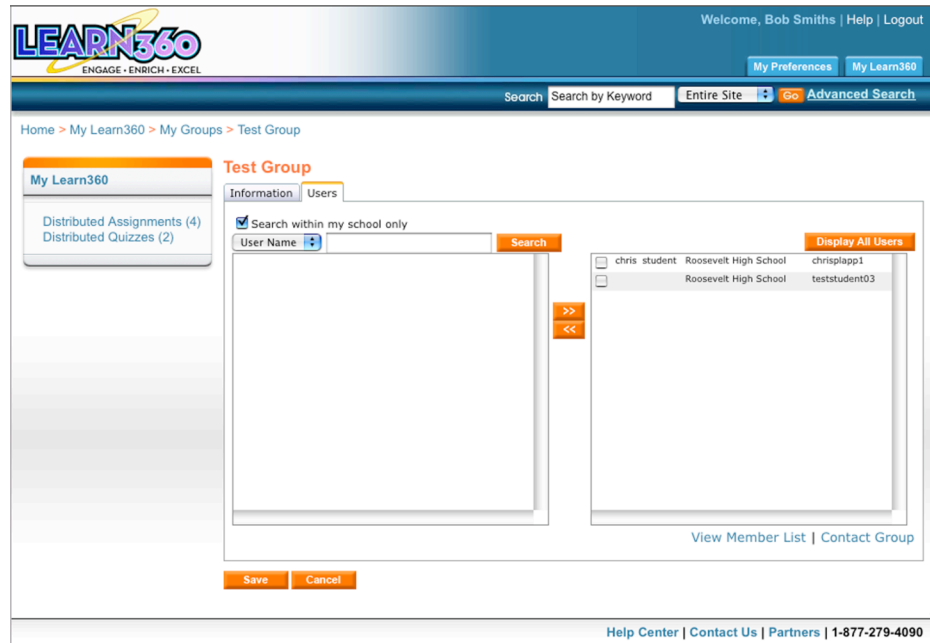
- To edit the member's in your groups, click the **Edit Members** link under the group you wish to edit. (below).



- This will take you to a page where you can add and subtract members in your group by clicking the **Edit Member List** link at the bottom.




- Here you can search the users you want to add, or you can delete the users you no longer want in your group.
- To edit, click the **Edit Member List** link at the bottom.
- This page will appear:



- Just follow the directions in **Adding Group Members**.
- Remember to click **Save** when you are done editing.

Contact Group Members:

- If you want to send a message to your group, click the **Contact Group** link at the bottom of the page (previous section above).
- This will bring you to a page where you can send your group a message (below).



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Welcome, Bob Smiths | [Help](#) | [Logout](#)
Quizzes(6)

[My Preferences](#) [My Learn360](#)

Search

Search by Keyword

Entire Site

Go

Advanced Search

Home > My Learn360 > My Groups > Test Group > Contact Group

My Learn360

[Quizzes\(6\)](#)
[Distributed Assignments \(4\)](#)
[Distributed Quizzes \(2\)](#)

Test Group

To:

Subject:

Message:

Send Email

Cancel

[Help Center](#) | [Contact Us](#) | [Partners](#) | 1-877-279-4090

- Fill out the fields and your message and click **Send E-mail**. Your message will then be sent to every user in that group.